

Organization:	Amazon
Designation:	Recruiter
Location:	Bangalore, Chennai and Hyderabad
	<p>Online registration - 26th Nov to 2nd Dec</p> <p>Analytical & communication online test (Post completing registration form, eligible students will receive Test link. Shortlisted candidates will be attending interviews on 4th Dec.)</p> <p>2-3 VC interview rounds on 4th Dec.</p> <p>Recruiter is responsible for delivering all facets for recruiting for businesses in non-technology teams. Recruiter will hold primary focus on sourcing candidates to ensure the best possible talent is hired efficiently.</p>
Summary of responsibilities:	<ul style="list-style-type: none"> • Develop and execute recruiting plans to meet the hiring requirements. • Manage job postings in recruiting system and job boards. • Effectively manage relationships with agencies. • Design employee referral programs. • Plan and execute campus recruiting activities. • Responsible for planning and coordinating of events, assessment and interviews for hiring candidates. • Review applications to evaluate if they meet the requirements of position and conduct prescreening interviews. • Serves as liaison with candidates and communicate logistics associated with assessment and interviews. • Coordinate with background check agency to complete background checks for shortlisted candidates. • Collate documents of shortlisted candidates and share them with on boarding team. • Maintain pertinent applicant and interview data and generate reports. • Perform other special projects as assigned.
Basic Qualifications:	<ul style="list-style-type: none"> • Post Graduate Degree in HR domain • 6 months -2year HR domain experience • Ability to influence stakeholders • Must have strong time-management skills and ability to multitask • Possess good written and verbal communication skills • Proficient in Microsoft Office.